



## The College of New Jersey

### ASSOCIATE VICE PRESIDENT AND DEAN OF STUDENTS

The College of New Jersey seeks a talented and accomplished administrator to serve as its first Associate Vice President and Dean of Students. This is a new position that emerged from the recent restructuring of the Division of Student Affairs. It offers a rare opportunity to play a defining role in the experience of all undergraduate students and to affect the quality of life in the campus community.

Founded in 1855, The College of New Jersey (TCNJ) is a highly selective institution that emphasizes the undergraduate residential experience and offers targeted graduate programs. The College's seven schools—Arts and Communication, Business, Culture and Society, Science, Education, Engineering, and Nursing, Health and Exercise Science—offer degree programs to 6,980 students, including approximately 740 graduate students. TCNJ has a 95 percent freshman to sophomore retention rate, and a six-year graduation rate of 85 percent. TCNJ is ranked as one of the 75 most competitive schools in the nation by Barron's *Profiles of American Colleges* and is rated the number one public institution in the northern region of the country by *U.S. News & World Report*. *Kiplinger's Personal Finance* ranks TCNJ as a top-25 value in American public higher education. TCNJ's campus, recognized as one of the most beautiful in the country, is set on 289 tree-lined acres in suburban Ewing, near the state capital of Trenton, and about an hour from Philadelphia and New York City.

Reporting to the Vice President for Student Affairs, the AVP/Dean of Students will assume an integral leadership role in the ongoing transformation of Student Affairs and the overall student experience. S/he will direct the Office of the Dean of Students, including student activities, fraternity and sorority programs, student leadership development, nonacademic student conduct, religious and spiritual life, and the Brower Student Center. Additionally, the AVP/Dean of Students will oversee the Career Center and the Office of Academic Support Programs, which includes the Educational Opportunity Fund (EOF) program and the Center for Academic Success. Working collaboratively with all segments of the College, the incumbent will promote the general welfare of students, foster a vibrant and engaging campus community, and facilitate integrative learning. S/he will address a wide range of student issues, chair the Behavioral Assessment and Response Team, and coordinate the division's response to emergencies and crises involving students. The AVP/Dean of Students will lead initiatives to advance the College's strategic commitments, serve as the division's primary liaison with Academic Affairs, coordinate assessment and continuous improvement efforts, and act as a policy and strategy adviser to the Vice President for Student Affairs. The incumbent will supervise five direct reports, oversee 25 full-time staff, and manage a combined auxiliary and appropriated budget in excess of \$3.5 million.

Qualifications include an earned doctorate and ten years of progressive experience focused on the education and support of undergraduate students, with at least five years at the level of director or higher in student affairs administration. An appropriate advanced degree and substantial experience beyond the minimum requirement will be considered in lieu of a doctorate. The Position Specification, which includes a full description of the position and preferred qualifications, is available at <http://www.tcnj.edu/~sa/>.

Applications should consist of a letter of interest that addresses the issues outlined in the Position Specification, a detailed résumé or curriculum vitae, and complete contact information for five references, which must include a current or former student, a subordinate, and a faculty colleague. Nominations and applications, which will be treated in confidence, should be submitted electronically to [sa@tcnj.edu](mailto:sa@tcnj.edu). All correspondence should be addressed to:

Ms. Magda Manetas, Chair  
AVP/Dean of Students Search Committee  
Office of the Vice President for Student Affairs  
The College of New Jersey  
Brower Student Center, Suite 214  
Ewing, NJ 08628-0718

Applications will be accepted until the position is filled; those received by **February 8, 2010** will be assured full consideration. Confidential inquiries may be directed to Magda Manetas, Assistant Vice President for Student Services, at 609-771-2201.

*To enrich education through diversity, The College of New Jersey  
is an Affirmative Action/Equal Opportunity Employer*